



JOB DESCRIPTION

Position Title: **Senior Engineer**

Working Area: **Development Review**

Class Code: 5313

Exempt

EEO Code: 02

Effective Date: 8/30/02

Major Function

Professional work involving the review, coordination, and processing of development applications as related to civil engineering design, with appropriate environmental considerations, for roadway design, traffic operations, drainage systems, water quality, stormwater management, wetlands, and flood prone areas, to insure compliance and consistency with the Seminole county Land Development Code and Comprehensive Plan.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Participate as lead team member for the review of site plan, subdivision, and other permit application packages to assure compliance with the engineering requirements of the County Code.

Organize, directs, and supervises work activities in the areas of engineering review and management.

Initiates and recommends, for approval by the Division Manager and the Department Director, the hiring, termination, performance evaluation and disciplinary or commendatory actions for assigned personnel.

Coordinates engineering issues with other departments, divisions, outside agencies, applicants, developers, and engineers during the review of development projects, and makes recommendations to bring about consistency with established codes and regulations.

Reviews legal descriptions and instruments for plats, deeds, and easements for dedication, as related to development proposals. Provides technical assistance to other staff and officials on matters requiring engineering analysis.

Participates in pre-application conferences, project review team meetings, and pre-construction conferences, to assure that engineering design standards and specifications are correct and understood.

Prepares agenda items for the Board of County Commissioners meetings as necessary.

Advises developers, engineers, and the public, on County policies regarding water management, road design, and other engineering analysis issues.

Attends Development Review Committee meetings and presents reports and comments on engineering and other technical issues as required by that committee.



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Represents the Division and the Department at various meetings and conferences and on local technical and advisory committees.

Performs other duties as assigned or as may be necessary.

Minimum Qualifications

Extensive knowledge of the principles and practices of engineering as applied to land development. Through knowledge of drainage, roadway, environmental engineering, hydrology, hydraulics, soil mechanics, land surveying, and traffic operations. Ability to make effective oral presentations, prepare clear and effective technical reports and correspondence, and the ability to establish and maintain effective working relationships with co-workers, subordinates, and managers. Skilled in the use of microcomputers with various programs for engineering analysis, database management, document preparation, and general information management.

Bachelor's Degree in Civil Engineering and three years of responsible engineering experience in the supervision, administration, or management of engineering design projects. Registration as a professional engineer in the State of Florida is preferred.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Working Conditions

This position typically performs duties that are in an office setting, however this position may also perform duties outside the office. This position may require the incumbent to perform duties requiring prolonged standing, sitting, and walking.